



VENUE RENTAL APPLICATION

CONTACT INFORMATION

119 S. 7th Ave Caldwell, ID 83605

Email: events@indiancreekplaza.com

Phone: (208)649-5010

*Please complete and return to the email or physical address listed above. Our team will review and determine if application will be approved. Expect a response in 10 business days.

RENTAL CONTACT INFORMATION

NAME	
ORGANIZATION/BUSINESS	
PHONE NUMBER	
EMAIL	
DATE OF EVENT	
TYPE OF EVENT	
NUMBER OF GUESTS	
HOURS OF EVENT	

RENTAL NEEDS (CHECK ALL THAT APPLY AND INCLUDE QUANTITY)

APRIL-OCTOBER RENTALS	
1 DAY RENTAL \$2000 (UP TO 8 HOURS)*	
½ DAY RENTAL \$1000 (UP TO 4 HOURS)*	
*TIMES INCLUDE SET UP AND TEAR DOWN	
SPLASH PADS ON/OFF (ONLY FOR FULL PLAZA RENTALS)	
FENCING FOR ENTIRE PLAZA \$500 (INCLUDING SET UP/LABOR)	
8' METAL FENCING \$10 EACH	
CHAIRS \$2 EACH	
BAR SERVICE \$250	
TABLES \$10 EACH	
WEIGHTS ONLY \$10 EACH	
10 X 10 WHITE CANOPY \$30	
20 LB BAG OF ICE \$5 EACH	

TOTAL ESTIMATED COST \$

CONTINUE ON NEXT PAGE...

EVENT DETAILS (PLEASE ANSWER THE QUESTIONS BELOW ABOUT YOUR EVENT)

IS YOUR EVENT PRIVATE OR OPEN TO THE PUBLIC?	<input type="checkbox"/> Private	<input type="checkbox"/> Open to the public (community event)
IS THERE A FEE TO ATTEND OR IS IT FREE?	<input type="checkbox"/> Fee: \$_____	<input type="checkbox"/> FREE
PLEASE GIVE A BREIF DESCRIPTION OF THE EVENT. INCLUDE IF THERE WILL BE VENDORS, FOOD, ENTERTAINMENT, ETC.		

By signing and dating this I acknowledge that this is a rental application only and I will be expected to sign a rental contract and pay ALL FEES immediately once my event has been approved and accepted by the Destination Caldwell/Indian Creek Plaza team. If the contract amount is not paid within 7 business days of the acceptance of my application, the date will be released.

****I acknowledge receipt and agreement to comply with all plaza rules if the application is approved. Rules are not all inclusive and subject to change. (PAGE 3)

Signature _____ Date _____

PLAZA SPECIFICATIONS

- One acre of space with 1,500 sq. ft. stage
- Plaza extension (Arthur Street) with 220 power for Food Trucks
- 110 Power available throughout the Plaza
- Bose Distributed Sound System for background music and announcements
- Theatrical and ambient light system (GoBo)
- ADA Accessible
- Splash pads (May through October)
- Three gas fire pits
- Bar service available with beer, wine, canned cocktails, soda and water
- Infrastructure for Banners
- Competitively priced tent and equipment rentals
- Clean, accessible men's and women's restrooms
- Surrounded by restaurants and merchants

APRIL - OCTOBER FULL RENTAL FEE INCLUDES

- Use of the plaza space and stage
- 13 wooden tables that seat 8 (includes umbrellas)
- 17 metal tables that seat 4
- Various additional plaza furniture
- Power outlets
- Stage access
- Access to PA/Mic

PLEASE NOTE: There may be additional fees Indian Creek Plaza staff may be required if extensive set up, tear down or onsite management is required

PLAZA RULES AND GUIDELINES INCLUDE (INCLUDE BUT NOT LIMITED TO)

- No blocking of business access
- No smoking or vaping
- No wheels on the plaza including: roller blades, bikes, scooters, etc.
- All ADA accesses must be kept clear
- No animals other than service animals
- No outside alcohol
- Catering must be approved in advance, concrete must be protected and kept clean
- No food trucks or vendors without prior approval
- A Southwest District Health application may be required
- Portable barbecues are not permitted
- Inflatables are not permitted without prior written approval
- All tents must be weighted property at all times
- No running allowed on the plaza
- Splash pads can be turned on or off (only have this option if a full plaza rental)
- No explicit music allowed
- Follow city noise ordinance (quiet after 11 PM on weekdays, 1 AM Friday & Saturday)
- Must clean up and leave the plaza as you found it